

**Minutes**  
**McLean County Unit District No. 5**  
**BOARD OF EDUCATION**  
**Regular Session**  
**May 23, 2007**

The Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois met in regular session on May 23, 2007 at approximately 7:00 p.m. at the District Office, 1809 W. Hovey Avenue, Normal, Illinois.

**1.0 Roll Call**

Members present: Gail Ann Briggs, Wendy Cannell, Scott Lay, Meta Mickens-Baker, Mark Pritchett, John Puzauskas, and Board President Jay Reece. Members absent: None.

**2.0 Closed Session**

At approximately 5:30 p.m., Briggs moved, Mickens-Baker seconded, to adjourn to closed session to discuss the following matters according to the exceptions provided in the "Open Meetings Act" and specified as follows:

- Section 2(c)(9) Student disciplinary case,
- Section 2(c)(5) purchase or lease of real property for use by McLean County Unit District No. 5, and
- Section 2(c)(21) discussion of minutes of meetings lawfully closed.

Roll call: Ayes: Briggs, Cannell, Lay, Mickens-Baker, Pritchett, Puzauskas, Reece. Nays: None. **Motion carried.**

The closed session was exited at approximately 6:59 p.m.

**3.0 Return to Public Session**

At 7:05 p.m., Briggs moved, Pritchett seconded, to come out of closed session and return to public session.

Roll call: Ayes: Briggs, Cannell, Lay, Mickens-Baker, Pritchett, Puzauskas, Reece. Nays: None. **Motion carried.**

Also present: Superintendent Alan Chapman, Clerk of the Board Donna Evans, Chief Financial Officer/Treasurer Tod Altenburg, Director of Secondary Education Dawn Green, James Gillmeister (Chief Financial Officer as of July 1, 2007), Chuck Bartlett, Steve Robinson of the *Normalite*, Jeanette Nuckolls, Scott Peters, Brian Taylor, Trena Loomans, Jodi Kinzinger, Sean Watts, Jonathon Butler, Shelly Erickson, Susan Schwingle, Mary Aper, Nicole Maurer, Julie Payne, Michele Steinbacher of *The Pantagraph*, David Underkoffler, Randall Middleton, Donna Lutkehaus, Bridget Caldwell, David Henebry, Mary Jo Douglas, Rita Gyires, Lisa Tomlin, Michelle Glatt, Kari Hennefent, Alex Horvath, Martha Kindred, Betty Kinzinger, Susan Schertz, Lynne Roberts, and others.

**4.0 Pledge of Allegiance**

The Pledge of Allegiance was recited.

**5.0 Good News Reports**

- Bridget Caldwell ~ Sugar Creek Elementary Teacher
- Susan Schwingle ~ Parkside Elementary Teacher
- Beyond the Books Educational Foundation 2007/2008 Grant Winners (Attachment #1)

**6.0 Public Comments**

None.

**7.0 Action**

**7.1 Approve Recommendation For Architectural Services**

Chapman provided information regarding the Architectural Services Executive Committee's (ASEC) recommendations for pre-referendum activities. (Attachment #2) He noted that no design or development costs will be incurred prior to a successful referendum. Any costs associated with pre-referendum activities will be for obtaining input from all stakeholders involved. Chapman noted that committee members,

Puzauskas and Briggs, were in support of the recommendations for the services as indicated in the proposal. Puzauskas moved, Briggs seconded, to approve recommendation for architectural services as presented. It was noted that a key part of the formalized workshop program will be the involvement of the community to help determine the educational needs of the District. David Henebry, LZT & Associates, offered additional support for the recommendation to approve the expenditure of \$92,500 plus approximately \$4,400 in reimbursable expenses for the elementary and middle school workshop and programming services. Roll call: Ayes: Briggs, Cannell, Lay, Mickens-Baker, Pritchett, Puzauskas, Reece. Nays: None. **Motion carried.**

#### 7.2 Authorization for Architects to Issue RFP's for Engineering Services

Chapman reported that the Architectural Services Executive Committee (ASEC) recommends that the Board authorize the architects to issue Requests for Proposals to perform civil engineering activities and surveys to evaluate current real estate assets. (Attachment #3) The information obtained from these surveys will be used to estimate building construction costs. Briggs moved, Puzauskas seconded, to authorize the architect to issue Requests For Proposals for land surveys and soil testing as needed. Henebry noted that since the District has not identified a middle school site, this is one area that engineers would not be able to survey. Roll call: Ayes: Briggs, Cannell, Lay, Mickens-Baker, Pritchett, Puzauskas, Reece. Nays: None. **Motion carried.**

#### 7.3 Approve Independent Service Provider for Review of Personnel Policies and Practices as it Relates to Hiring and Supervision of District Employees

Chapman stated that at the March 14, 2007 Board meeting authorization for an independent review of all aspects of personnel administration was approved. Lay moved, Briggs seconded, to approve the recommendation to retain the services of T.J. Wilson, attorney, to review policies and practices of the District relating to the hiring and supervising of employees to the extent necessary to determine if any modifications to said policies and practices would serve to enhance the safety of our students. It was suggested that in the future the District should routinely review all policies and practices to adhere to state and federal requirements. Roll call: Ayes: Briggs, Cannell, Lay, Mickens-Baker, Pritchett, Puzauskas, Reece. Nays: None. **Motion carried.**

#### 7.4 Approve Recommended Courses for Curriculum Study and/or New Textbook Adoption for 2008

Green provided a breakdown of the task forces recommended for curriculum study and/or new textbook adoption for 2008. (Attachment #4) She noted that the high schools will experience the bulk of the proposals and costs. Positions for the task forces are scheduled to be posted on May 24 with a start date of July 1, 2007. Pritchett moved, Mickens-Baker seconded, to approve the recommended Courses for Curriculum Study and/or New Textbook Adoption for 2008. Roll call: Ayes: Briggs, Cannell, Lay, Mickens-Baker, Pritchett, Puzauskas, Reece. Nays: None. **Motion carried.**

#### 7.5 Resolution to Designate Hazardous Busing Areas

Chapman recommended that the District request free transportation for identified population areas for the 2007-2008 school year. (Attachment #5) The resolution designating these hazardous areas will allow the District to receive reimbursement from the State to transport students that are less than 1.5 miles from their school building. Cannell moved, Pritchett seconded to approve the Resolution to Designate Hazardous Busing Areas as presented. Roll call: Ayes: Briggs, Cannell, Lay, Mickens-Baker, Pritchett, Puzauskas, Reece. Nays: None. **Motion carried.**

#### 7.6 Approve Three Year Contract For Photocopy and Duplicating Services

Altenburg reported on the recommendation for copy services provider for 2008 through 2010. (Attachment #6) He noted that the District received six responses to the RFP and three finalists were selected. The three finalists provided a brief presentation, answered questions, and demonstrated their equipment to a District-wide committee. It was the recommendation of the committee to approve the contract for a three-year period with Watts Copy Systems, Inc. Mickens-Baker moved, Pritchett seconded to approve the three year contract for photocopying and duplicating services as recommended. Roll call: Ayes: Briggs, Cannell, Lay, Mickens-Baker, Pritchett, Puzauskas, Reece. Nays: None. **Motion carried.**

#### 7.7 Approve the 2007-2008 Health Insurance Premiums

Altenburg reported that the District's Insurance Committee met to develop a recommendation for premium increases and other plan options and benefit changes. (Attachment #7) He noted that the committee recommends increasing the employee-only wellness benefit from \$300 to \$500. David Underkoffler, Clemens and Associates, provided additional comments on the proposed changes. He noted that with the

increase in the Board contributions, the District will see a large migration of employees signing up for the \$300 deductible plan as opposed to the \$500 deductible plan. Pritchett moved, Puzauskas seconded to approve the 2007-2008 health insurance premiums as presented. Discussion followed regarding the increases in the Board's monthly contributions, employee benefits and employee contract language as it refers to health insurance coverage. Roll call: Ayes: Briggs, Cannell, Lay, Mickens-Baker, Pritchett, Puzauskas, Reece. Nays: None. **Motion carried.**

#### 7.8 Approve Bid for NCHS Marching Band Uniforms

Altenburg reported that the administration had met with secondary music teachers in an effort to prioritize requests for equipment and uniforms. (Attachment #8) Lance Meadows, Unit 5 Music Department, commented on the replacement uniforms and noted that the current uniforms are 17 years old. Meadows noted that it was the recommendation of the music department to approve the bid of Demoulin Brothers and Company for the replacement uniforms at a total price not to exceed \$100,476.48. Cannell moved, Pritchett seconded, to approve the bid for replacement marching band uniforms for NCHS as presented. Roll call: Ayes: Briggs, Cannell, Lay, Mickens-Baker, Pritchett, Puzauskas, Reece. Nays: None. **Motion carried.**

#### 7.9 Approve Amendment to Certification of Need for Fire Prevention and Safety Funds

Altenburg noted that Jeff Monahan and Randy Middleton were present to seek the Board's approval for an amendment necessary for repairing the damage done to the swimming pool roof at Normal Community West High School. Copies of the Certification of Need for Fire Prevention and Safety Funds were provided. (Attachment #9) Monahan presented information regarding the circumstances of the damage done to the roof at NCWHS on April 3. He noted that the District reported this damage to the roof manufacturer and the District's insurance company. Monahan commented that there has been no movement to date to resolve the claim for these damages. Mickens-Baker moved, Puzauskas seconded, to approve the amendment to Certification of Need for Fire Prevention and Safety Funds as presented. Altenburg provided information regarding the amount of funds available in the Life Safety Fund. Roll call: Ayes: Briggs, Cannell, Lay, Mickens-Baker, Pritchett, Puzauskas, Reece. Nays: None. **Motion carried.**

#### 7.10 Action From Closed Session

Chapman recommended the Board's approval of one motion discussed in closed session prior to the public session. Briggs moved, Mickens-Baker seconded, to expel the student discussed in closed session from Normal Community High School for the remainder of the 2006-2007 school year and all of the 2007-2008 school year. Roll call: Ayes: Briggs, Cannell, Lay, Mickens-Baker, Pritchett, Puzauskas, Reece. Nays: None. **Motion carried.**

### 8.0 **Consent Agenda**

Chapman reviewed the Consent Agenda and recommended its approval. Puzauskas moved, Mickens-Baker seconded, to approve the Consent Agenda as presented.

#### 8.1 Approval of Minutes

- April 25, 2007 ~ Closed Meeting
- April 25, 2007 ~ Regular Meeting
- May 1, 2007 ~ Closed Meeting
- May 1, 2007 ~ Special Meeting
- May 9, 2007 ~ Closed Meeting
- May 9, 2007 ~ Regular Meeting

#### 8.2 Other

- 8.2.1 Appointment of Representatives to Councils, Committees, Commissions, and/or Boards (Attachment #10)
- 8.2.2 Approve Unit 5 Summer Music Camp Programs (Attachment #11)
- 8.2.3 Request for Approval for Overnight Trip ~ NCWHS FFA (Attachment #12)
- 8.2.4 Request for Approval for Overnight Trip ~ NCWHS Orchestra (Attachment #13)
- 8.2.5 Request for Approval for Use of Facility ~ CJHS/Normal Police Department (Attachment #14)

Roll call: Ayes: Briggs, Cannell, Lay, Mickens-Baker, Pritchett, Puzauskas, Reece. Nays: None. **Motion carried.**

### 9.0 **Reports/Discussion**

### 9.1 Updated PMA 5 Year Financial Projections

Chapman reported on the Five Year Financial Projections. (Attachment #15) Information provided included but was not limited to the following:

- Projected and actual EAV growth for 2007
- Projected EAV growth at 6.25% and 6.50% for 2008
- Projected increases in certified staff
- Transfer of funds from Transportation to Operations & Maintenance Fund
- Revenue and projection analysis for the Educational and Operations and Maintenance Funds
- Projected year-end balances in the Educational, Operations and Maintenance, Transportation, IMRF, and Working Cash funds

### 9.2 Board Representative Reports

- Mackinaw Valley Special Education Association Council ~ Puzauskas reported that the council met on Wednesday, May 16. He commented that it was a routine agenda and did not have anything to report at this time.
- Consortium for Educational Change Committee ~ Mickens-Baker reported that on June 11 the CEC will hold a seminar titled "Change the Systems Thinking". The seminar will be held at the IEA office from 8:30 a.m. to 3:00 p.m.
- Beyond the Books Educational Foundation Board of Directors ~ Briggs reported that the annual meeting will be held June 13. The Board is planning a fundraiser in conjunction with the Foundation's upcoming 15<sup>th</sup> year celebration.
- Architectural Services Executive Committee ~ Briggs reported that the next meeting is scheduled for Thursday, May 31. Agenda items will include the workshop for architectural services process.
- Illinois Association of School Boards ~ Briggs noted that Board members should be aware of current legislative issues.
- Community Connections Committee ~ Briggs reported that the committee will schedule the next meeting after July 1.
- Unit 5 / Local Government Committee ~ Mickens-Baker noted that the next meeting is scheduled for June 5. Agenda items will include the election of officers.

## 10.0 **Announcements**

- Mickens-Baker reported that the Unit Pride publication was released on Monday, May 21 in *The Pantagraph*. Briggs commented that copies are available at the Towanda District Library for those that do not receive the newspaper.
- Mickens-Baker reported that the IASB delegate assembly is asking for resolutions to present for consideration. The deadline to submit resolutions is Wednesday, June 20.
- Pritchett reported that he and Puzauskas met with Loren Baele, John Pye and Jim Braksick for discussion about the Technology Department and the addition of staff.
- Pritchett announced that on April 26 he spoke on the topic of school board election procedures to Kingsley Jr. High students enrolled in the At-Risk program.
- Briggs reported that graduation is scheduled for June 1. Normal Community's program will begin at 5:00 p.m. and Normal West's at 8:00 p.m.
- Altenburg reported that a public hearing will take place on Wednesday, June 13, 2007 at 7:00 P.M., in the Unit Office to discuss the transfer of money from the Transportation Fund to the Operations and Maintenance Fund.
- Chapman reported that the last school visitation for the spring semester is schedule for May 24 at Hoose Elementary.
- Lay reported that on May 24 from 4:15 p.m. to 6:30 p.m. a reception will be held to honor Dr. Chapman on his retirement. The reception will be held at KJHS.

**11.0 Adjournment**

The meeting was adjourned at 9:02 p.m.

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**Jay Reece, Board of Education President  
Community Unit School District No. 5  
McLean and Woodford Counties, Illinois**

**ATTEST:**

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**Gail Ann Briggs, Board of Education Secretary Pro-Tem**

**Approved Date: June 13, 2007**